

## ELECTRICITY OVERSIGHT BOARD

**CLASSIFICATION:** Staff Services Analyst

**SALARY:** \$2,724 – 4,300

**TENURE/TIME BASE:** Permanent/Full Time

**LOCATION:** California Electricity Oversight Board  
770 "L" Street, Suite 1250  
Sacramento, California

**FINAL FILING DATE:** Until Filled

Under the direction of Executive Director, the Staff Services Analyst performs varied analytical and consultative activities in support of the Electricity Oversight Board's administrative functions.

**DUTIES/RESPONSIBILITIES:** Performs administrative functions for personnel matters. This includes, but is not limited to, writing duty statements, developing organizational charts, preparing position justifications, analyzing the Board's staffing needs, and making recommendations in matters of reorganization of workload and the use of various civil service classifications. Performs administrative functions for training. This includes, but is not limited to, recommending training courses for employees, completing the training request forms, and assisting with any training duties. Prepares and makes recommendations to the Executive Director in the development and preparation of the annual budget. Prepares budget analyses, justification, and Budget Change Proposals. Prepares monthly budget tracking reports. Approves invoices for payment. Evaluates and develops administrative work plans including resource projections of the office workload by project and program. Researches, gathers, and analyzes expenditure information and recommends alternatives to office management. Responds to requests for special reports from Board members, executive staff, and outside sources.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve problems.
- Ability to analyze written and statistical data and draw logical conclusions.
- Excellent communication skills.
- Strong analytical, inter-personal, and computer skills.
- Good organizational skills and the ability to work well under pressure and in a team environment, and meet multiple deadlines. Work well under pressure.

**WHO SHOULD APPLY:** All interested eligible persons are encouraged to apply. Candidate must have either transfer, list, reinstatement, or SROA/Surplus eligibility. **Candidate must clearly indicate basis of their eligibility, including SROA, surplus, reemployment status, or list eligibility in Box #1 on the State Application.** Candidate whose eligibility is based on an employment list must submit a copy of their examination results, indicating their test score. Applications will be screened for experience and only the most qualified will be contacted for an interview. **In Job Title box of the state application, please indicate: Staff Services Analyst (537-203-5157-801).**

**NOTE:** Interested individuals, including list eligible, must submit a signed application to the Electricity Oversight Board for the candidate to be considered for this position.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Electricity Oversight Board  
Personnel Department  
770 "L" Street, Suite 1250  
Sacramento, CA 95814

For additional information, please call (916) 322-8601, CALNET 453-8601.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**